

My Idaho Courses Counselor Training

Todd Lawrence
Education Technology Coordinator
December 2014

Overview

Goals and Purpose

Registration Process

Parent/Guardian to Student Association Tool

Roles

Grades

The Goal/Purpose

- To create a tool to connect any Idaho student to all available digital courses across the state regardless of geography.
- Provide a convenient, secure, and effective tool for the parent/guardian to view and register for digital courses available in Idaho.
- Counselor was the center of this design

Registration Process

- Parent
 - Opens an account on My Idaho Courses
 - Comes to school to receive association “code”
 - Enters code on site to finalizes account
 - Selects course and sends registration request to counselor
 - Counselor reviews and decides on request
 - Counselor approves or rejects request
 - Notification is sent to parent and provider
 - Course is conducted and final grades uploaded in system
 - Counselor is notified of grade via email
- Counselor deciding factors of request:
 - Cost, Prerequisites, Graduation requirements, Room to Calendar sync

Association Tool

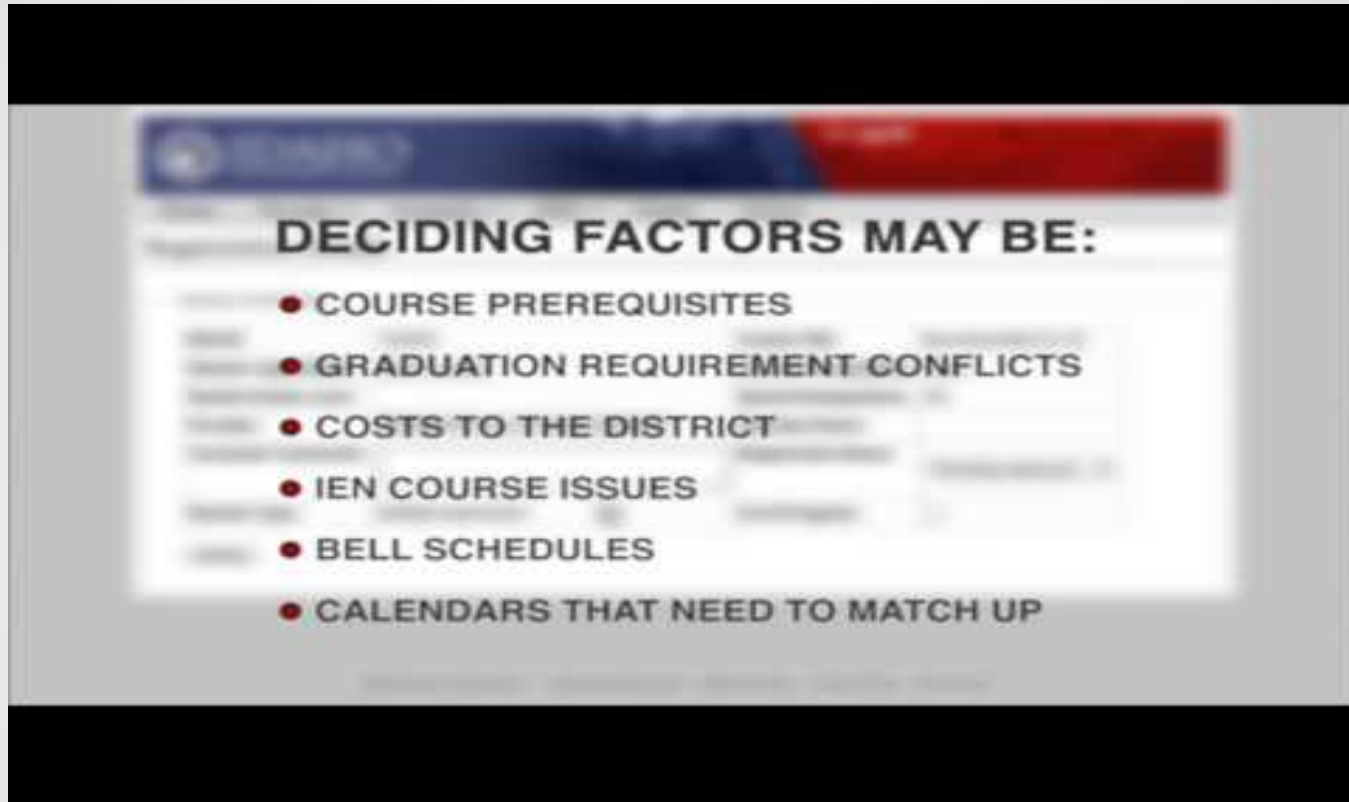
- The Association Tool is to make the connection between student and legal parent/guardian
- The school is “in charge” of making this determination with the local knowledge and documentation
- Demo
- <https://apps.sde.idaho.gov/PGAssociation/>

Roles

- Counselor Role Name:
 - “IDL P School Counselor”
- Association Tool Role Name:
 - “Parent/Guardian Association Manager”
- Typically the Technology Director in district can assign these roles.

Grades

- Grades will be uploaded by the provider
- Notifications are sent to counselor
- Grades can be transferred, copied, or download to your Student Information System



Counselor Training Overview Video

Important Information

My Idaho Courses: www.myidahocourses.org

Admin Login: <https://apps.sde.idaho.gov/IDLPAAdmin>

Association Tool: <https://apps.sde.idaho.gov/PGAssociation/>

ISSE: <http://www.sde.idaho.gov/site/isee/>

Counselor video: <https://www.myidahocourses.org/Home/ProviderSchool>

Slides will be posted: <http://www.sde.idaho.gov/site/digitalLearning/overview.htm>

My Contact Information:

Todd Lawrence

tlawrence@sde.idaho.gov

208-332-6959

Google Hangout: tlawrence.sde@gmail.com